

Ref. No. HRM/SEC/02

18 SEP 2024

18th September, 2024

FROM: THE SECRETARY FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, P.O. BOX 30227, LILONGWE 3.

TO : ALL PRINCIPAL SECRETARIES AND HEADS OF DEPARTMENTS

**VACANCY: SENIOR COPY TYPIST (GRADE L)**

Applications are invited from suitably qualified serving Copy Typists (Grade M) within Secretarial Common Service to apply for the post of Senior Copy Typist (Grade L) existing under the Department of Human Resource Management and Development.

POST : Senior Copy Typist

GRADE : L

LOCATION : Various Ministries and Departments.

DUTIES : The successful candidates will, among other things be responsible for:-

- i. Supervise subordinates;
- ii. Type and take dictation
- iii. Design different types of templates
- iv. Attending to visitors
- v. Answering to incoming calls
- vi. Undertaking reception duties
- vii. Filling documents

**QUALIFICATIONS**

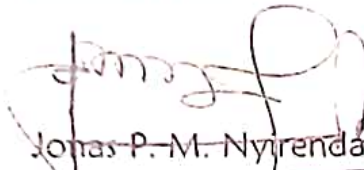
Applicants should be serving Copy Typists (Grade M) with a minimum of four (4) years of work experience at that grade in the Secretarial Common Service.

## METHOD OF APPLICATION

Applications should include copies of Letter of Conditional Appointment on Probation (PSR 19 Forms); Letter of Confirmation in Appointment; current duty station and applicant's phone number and should be addressed to:

The Secretary,  
Appointment and Disciplinary Committee (ADC),  
Department of Human Resource Management and Development  
P.O. Box 30227,  
Lilongwe 3.

To arrive not later than 4<sup>th</sup> October, 2024



Jonas P. M. Nyirenda

For: SECRETARY FOR HUMAN RESOURCE  
MANAGEMENT AND DEVELOPMENT

